

Enrollment Verification Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Office of the Registrar

[University Name]

[University Address]

[City, State, Zip Code]

Dear Registrar,

I am writing to request verification of my enrollment as a part-time student at [University Name]. Below are my details for your reference:

Name: [Your Full Name]

Student ID: [Your Student ID]

Program of Study: [Your Program]

Current Enrollment Status: Part-time

This verification is required for [insert reason, e.g., financial aid, employment verification, etc.]. I would greatly appreciate your assistance in providing me with a formal verification letter at your earliest convenience.

Thank you for your attention to this matter. If you need any further information, please feel free to contact me via email or phone.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]